



UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA

**INTERNSHIP OPPORTUNITY**

- Announcement No.:** 2019-02
- Position Title:** Student Intern (Volunteer)  
*(Multiple opportunities)*
- Area of Consideration:** Current students enrolled in an accredited undergraduate or graduate program or pursuing a Juris Doctorate degree
- Position Location:** Washington, DC
- Internship Time Frame:** June 10, 2019 – August 5, 2019
- Open Date:** February 28, 2019
- Closing Date:** April 30, 2019
- How to Apply:**

Qualified individuals must submit the following:

- Cover letter (indicate the department interested in interning with and explain how experience relates to the position requirements)
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- Resume detailing all relevant experience, education, and skills
- Transcripts (official or unofficial reflecting the student's most recent academic semester and the cumulative GPA as of the application date)

Failure to submit a complete application package will result in immediate disqualification. Description of Work section of the AO-78 must be complete. Indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Only one application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2019-02)  
333 Constitution Avenue, NW, Room 2718  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

**Agency Contact Person:** Marion L. Boulden, PHR, SHRM-CP  
Human Resources Manager  
(202) 565-1355

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## **JOB SUMMARY**

The United States District and Bankruptcy Courts Clerk's Office offers unpaid internship opportunities during the spring, summer, and fall terms. The program affords college students the opportunity to gain empirical federal experience, develop personal and professional skills, invaluable hands-on experience working in a courthouse setting, attending trials, and networking with courthouse personnel and officials.

Students are able to intern in the following departments of the United States District and Bankruptcy Courts Clerk's Office:

- District and Bankruptcy Court Operations (Combined)
- Procurement and Facilities
- Office of Information Technology
- Finance
- Office of the Clerk
- Education and Training

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## **QUALIFICATIONS**

It is expected that interns have:

- General knowledge of general office practices and equipment.
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation is needed.
- Proficiency in Microsoft Word, Excel, Access, PowerPoint, and the internet is preferred.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Understanding the importance of the confidentiality issues inherent to the court is critical.
- Ability to exercise mature judgment.

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## **BENEFITS**

The summer term offers professional development seminars; meet and greet sessions with judges, law enforcement officers, and other legal representatives; and the opportunity to collaborate with other interns on a presentation to the Clerk's Office staff and other special guests at the end of the term.

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## **CONDITIONS OF EMPLOYMENT**

- United States citizenship is required for consideration for this position.
- Must be enrolled in a degree-seeking program.
- Be majoring in one of the following majors: Criminal Justice, Business, Finance, Human Resources, Political Science, History, Pre-Law, Psychology, English, Accounting, Information Technology, or be pursuing a Juris Doctorate degree. Students majoring in other related areas of concentration may be considered.
- Must be willing to participate for a term of at least 6 weeks or longer, 18 hours per week (during summer only). For spring and fall terms, for at least 10 weeks; however, the work schedule may be flexible. The internship may also be used for credit-offering courses.
- Adhere to the rules, regulations, and policies of the Court, including the [Code of Conduct for Judicial Employees](#) and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Final candidates will undergo a background check.
- Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Revised March 20, 2019.*